



ITALIAN TRADE AGENCY

Ufficio Seoul

ANNEX 1

OPEN CALL FOR BIDS

Procurement of event venue setup, logistic and operation supporting services for High Street Italia project under art. 7 section 2, letter b) of Ministerial Decree no. 192/2017 (MD 192/2017). C.I.G. n° A00C0F3ADB

TECHNICAL SPECIFICATIONS

This document is an **integral part of the stipulating contract** and contains a detailed description of the requested services, duration of the contract, applicable penalties and termination rules.

The contracting Authority for the purpose of this Open Call for Bid is the Italian Trade Agency - Seoul Office (ITA).

SPECIFICATION OF REQUIREMENTS

Defined below are basic requirements to fulfill the needs of ITA for the duration of the project. These requirements are not exhaustive, and the awarded bidder must ensure that the service provided meets the needs of ITA in a cost-effective and timely manner.

Requested services are divided in 2 categories:

1. Regular services (High Street Italia Event Venues Management and Workforce)

1.1. Events venue setup

High Street Italia has 2 venues dedicated to temporary events located on the 3rd and 4th floor respectively. Both venues require different settings that vary according to the event in preparation. The following are the event formats and setups most used.

- a. Meeting: a large meeting table is setup with chairs around and screen at its head (4th floor)
- b. Seminar/Conference: chairs setup around a podium or a speakers table with screen on side
- c. Classroom: chairs + tables arranged in rows or in semicircle in front of podium and kitchen desk (for cooking show or food tasting events only) or speakers 'table with screen on side
- d. Workshop/B2B: single desks and chairs arranged separately for individual meetings
- e. Showroom: desks, display cubes, soft chairs, hangers with custom made setup
- f. Cocktail: desks for food service + soft chairs and sofas
- g. Exhibition: equipment and furniture to be provided according to the event's specifics

Other setup formats not mentioned above may also be requested by ITA.

High Street Italia has basic furniture/equipment available for above mentioned setup formats. When additional furniture or equipment is needed, it will be requested as "on demand services" (refer to point 2).



It is estimated that there will be an average of 5 regular events per month. ITA will notify with at least 3 days' notice every time a venue setup service is needed. In case of additional events ITA will request on demand services (see point 2 below) based on unit price offered by the awarded bidder.

This service shall also be quoted at an hourly rate as unit price.

1.2. Storage room management

The awarded bidder shall provide storage management services for the equipment and furniture already available at High Street Italia in a storage room located in the basement of the building. Additional equipment and furniture shall be managed as well by using the storage room when necessary.

The storage room needs to be properly managed as suggested below:

- Handling and moving furniture between event venues and storage room when requested
- Cleaning and disposing of unnecessary items
- Equipment/Furniture registration and monitoring on a dedicated register
- Reordering of items so that they are easy to find

Regular on-site storage inspections are requested:
at least **1 inspection a week** to be scheduled in coordination with ITA.

This service shall also be quoted at an hourly rate as unit price.

1.3. Onsite event operations assistance

Besides venue setup services, a venue assistant being onsite for the whole duration of the events is requested to perform the following tasks:

- Logistic and operational supports to ITA for any last-minute change on venue setup
- Venue supervision during the event
- Venue final inspection after the event
- Venue opening and closing when requested

This service shall also be quoted at an hourly rate as unit price.

2. On demand services for additional events

2.1. Furniture/Equipment rental services

Furniture and equipment not available at High Street Italia may be requested as a rental services for events organized by ITA at High Street Italia.

ITA will recommend awarded bidder's services to third parties organizing events at High Street Italia, and in case of mutual commitment, the bidder is required to submit an offer with the same prices and conditions as those offered to ITA.

As a result, the bidder's service offer and equipment rental conditions need to be standardized as by the following sample (additional furniture and equipment may also be requested by ITA and ITA's partners):



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- Chairs
- Armchair
- 3 seats Sofa
- Rectangular table/desk (1830x760x740, for 6 chairs around)
- Round or squared coffee style table (700x700x730, for 4 chairs around)
- Cocktail table (600x600x1000, for standing people)
- Podium (for 1 speaker)
- Shelf cabinets
- Door cabinets
- Display cubes (600x600x800)
- Display showcases (1200x550x1350, with glass on top)
- Clothes rack
- Full mirror
- Rollup banner (X or G size, graphic layout provided by ITA)
- Backwall banner (4500x2260)
- Plant and flower decoration
- Carpets
- Retractable crowd control barriers (standard size)

These services shall be quoted by daily rental price as unit price.

2.2. Event venue setup

Please refer to the description above under point 1.1

This service shall be quoted at an hourly rate as unit price.

2.3. Onsite operation assistance

Please refer to the description above under point 1.3

This service shall also be quoted at an hourly rate as unit price.

ITA may also request services not specifically included in the initial Offer. In this case ITA will ask a specific quotation which will be accepted only if in line with current average market prices.

The bidder's Economic Offer shall be submitted through Annex 3, please follow instructions as provided in the art. 7 of the Open Call for Bids.

Ferdinando Gueli
Italian Trade Commissioner in Seoul

Legal representative of bidding company:

(to be signed and stamped for acceptance)